

Hall of Records  
Commission

## REQUEST FOR RECORDS RETENTION SCHEDULE

submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 229PAGE  
NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

OFFICE OF DEPUTY DIRECTOR

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL CORRESPONDENCE

Quantity: 8 drawers, active  
 4 drawers, storage (total 18 cubic feet)  
 Dates: 1950 - -  
 File Arrangement: Subject and alphabetical therein  
 Annual Accumulation: 2½ drawers (4 cubic feet)  
 Disposable Amount: 6 cubic feet

Correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, schools and colleges, professional and civic organizations, doctors, pharmacists, etc. A large part of it is inter-office correspondence.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

2. MONTHLY REPORT OF COUNTY HEALTH OFFICERS

Size: 8½" x 11"  
 Quantity: 10 drawers (15 cubic feet)  
 Dates: 1938 - -  
 File Arrangement: County and Chronological  
 Annual Accumulation: 1 drawer

This report consisting of 1 to 5 pages is narrative with statistical tables. The report covers all activities of the County Health Officer and brings to the attention of the Deputy Director any problems confronting the local health department. The Deputy Director takes any action necessary and refers specific problems to the

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Edward Dawson*  
 Signature

*Chief (Bul) Asst.*  
 Deputy Director  
 Title

Jan. 26, 1956  
 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/9/56  
 Date

*Morris S. Odell*  
 Archivist

APR - 9 1956  
 Date

*J. Meunier*  
 Secretary

LIST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO.

229

PAGE  
NO.

2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

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No.

proper divisions of the State Department.

Article 43, Sec. 5 of the 1951 Annotated Code requires the Department to "keep on file all reports received from" county health officers.

RECOMMENDATIONS: RETAIN PERMANENTLY.

3. CORRESPONDENCE - COMMUNICABLE DISEASES

Quantity: 4 drawers, office  
6 drawers, storage (total 15 cubic feet)  
Dates: 1935 - -  
File Arrangement: Subject and alphabetical  
Annual Accumulation: 1 drawer (1½ cubic feet)  
Disposable Amount: 10 cubic feet

Correspondence concerned with communicable diseases - reports, studies, etc. It is with Federal, State, local and other state agencies, professional and civic organizations, doctors, dentists, hospitals, laboratories, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. COMMUNICABLE DISEASE REPORT CARD

Form No.: U.S. Public Health Service Form 1407  
Size: 3 1/4" x 5 1/4" postcard  
Quantity: 18 drawers, active  
Dates: 1925 - -  
File Arrangement: In annual units by disease and county,  
and alphabetical therein  
Annual Accumulation: 8 drawers

Physicians diagnosing any communicable disease are required to report it to the Department on this form, which shows disease, date reported, date of onset, patient's name, address and place of work, age sex, race, remarks of physician and physician's name and address. The card is duplicated in the County Health Department. It is used for statistical reporting in the office of the Deputy Director where a weekly, monthly, and yearly Communicable Disease Statistical Report is prepared.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

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APPROVED BY  
BOARD OF PUBLIC WORKS

APR - 9 1956

Date .....

*[Signature]*  
Secretary

See  
Schedule  
205,  
Item 1